

**POLICY #\_\_\_\_\_ -- OPEN APPLICATIONS**

If a Collection Service License or Location Manager License application has been on file with the Tennessee Collection Service Board for more than sixty (60) days without diligent effort on the applicant's part to continue the application process, the application file will be administratively closed immediately (without additional presentation to the Board) and considered INACTIVE and it will become necessary for the applicant to reapply for licensure.

Once an application for a Collection Service License or Location Manager License has been approved by the Tennessee Collection Service Board, and notice of the approval requesting the license fee is submitted to the applicant, the applicant has sixty (60) days from the date indicated on the approval to complete the process by paying the required license fee(s). If the applicant fails to complete the process within the specified sixty (60) days, the application file will be administratively closed immediately (without additional presentation to the Board) and considered INACTIVE and it will become necessary for the applicant to reapply for licensure.